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OFFICE OF THE ADJUTANT GENERAL

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LOG # 05-07

NVMD-OI-STC

26 January 2004

MEMORANDUM FOR

SUBJECT: Policy Letter: Billeting Procedures for the Stead Training Center (STC)
Chargeable Transient Quarters (CTQ)

References: NGR 210-50, *Chargeable Transient Quarters and Billeting Fund Management, 27 August 2004*

1. Purpose: To establish reservation and payment policies and procedures for the Stead Training Center Chargeable Transient Quarters (formerly known as STC BOQ/BEQs).
2. All quarters at the Stead Training Center are considered adequate. Statements of non-availability will only be issued when all beds are utilized. Officers in the rank of Major (or higher), Chief Warrant Officers in the rank of CW4 (or higher) and enlisted soldiers in the rank of First Sergeant (or higher) will be issued a statement of non-availability if the only available beds are located in troop barracks.
3. Reservation and payment policy is as following:

a. Reservations, individual. Rooms may be reserved up to 90 days in advance. To guarantee/confirm a room requires a credit card number. Reservations for CTQ rooms are normally an individual responsibility. Reservations can be made by telephone at 775-677-5213 or 1-800-797-8323, by email stead.reservations@nv.ngb.army.mil or on the global at [reservation.stead](#). Reservations can also be made through the Nevada Army National Guard Internet site (www.nv.ngb.army.mil) or the Nevada Army National Guard Intranet site. Group Reservations can be made in accordance with paragraph 3. b below.

b. Reservations, Group. Unit or group reservations are required for the following units/activities: Reception Company, Regional Training Institute (RTI) students and soldiers. Other groups may make reservations. However, for group reservations the unit or group is responsibility to pay for "no shows" and/or reservations not cancelled in accordance with this policy. Group reservations must contain the name rank and gender of the individuals; status (AT, IDT, ADSW, or space A); what type of billeting is desired (BOQ, BEQ or troop barracks); arrival and depart date and time; and method of payment, e.g., by each individual or paid by the group.